

ADMINISTRATIVE PROCEDURE

Southwestern Oregon Community College

AP 7125 Verification of Eligibility for Employment

Reference:

8 U.S. Code Section 1324a

Southwestern Oregon Community College will not hire or recruit a person for employment if it knows that the person is not a citizen of the United States or is not authorized to be employed in the United States.

Reliable documentation of eligibility is required for employment from all persons hired. "Reliable documentation" as set out in federal law includes one or more of the following:

- A United States passport or a resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States; or
- A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a driver's license or similar identification document containing a photograph of the prospective employee.

Southwestern Oregon Community College will complete for each new employee the verification form or forms required by the United States government. Southwestern Oregon Community College will retain such forms for at least three years for persons it does not hire. For persons it does hire, the Southwestern Oregon Community College will retain such forms for at least three years or until one year after the persons leaves the Southwestern Oregon Community College employment, whichever is later.

The Southwestern Oregon Community College will protect the privacy of the information it collects pursuant to this procedure.

Approved: April 12, 2023

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.